

Effective 31 July 1999

Personnel Procurement

Officer Candidate School and Warrant Officer Flight Training Programs

For the Commander:

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History. This UPDATE revises USAREC Reg 601-91 which is effective 31 July 1999.

Summary. This regulation establishes policies and procedures regarding the procurement of Regular Army and United States Army Reserve applicants for Officer Candidate School and Warrant Office Flight Training.

Applicability. This regulation applies to and is binding on all military personnel assigned, at-

tached, or detailed to the United States Army Recruiting Command and to all military personnel in a temporary duty status with the United States Army Recruiting Command. Exceptions to the nonstatutory provisions of this regulation may be made by the Commanding General. Except as otherwise prohibited by law, Department of Defense directives, or Headquarters, Department of the Army regulations, this regulation is made applicable to Army Reserve personnel on active duty with the United States Army Recruiting Command.

Proponent and exception authority. The proponent of this regulation is the Director of Recruiting Operations. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of major or the civilian equivalent.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-SM-A), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Operations UPDATE.

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Chapter 1

General

1-1. Purpose

a. This regulation establishes United States Army Recruiting Command (USAREC) policies and procedures regarding the procurement of Regular Army (RA) and United States Army Reserve (USAR) applicants for Officer Candidate School (OCS) and Warrant Officer Flight Training (WOFT).

b. The OCS and WOFT enlistment programs are highly competitive programs for young men and women. Success of the program depends upon the volume of applications from fully qualified applicants. Therefore, as opposed to a contract objective, an objective for applications from fully qualified applicants will be used. Fully qualified means the applicant is determined to be eligible in accordance with AR 601-210, Program 9-D, U.S. Army Officer/Warrant Officer Enlist-

ment Program (RA); Enlistment Option 9-I, U.S. Army Reserve OCS Enlistment Option (USAR OCS); or Enlistment Option 9-J, U.S. Army Reserve WOFT Enlistment Option (USAR WOFT); was boarded by the recruiting examining board utilizing the recruiting battalion (Rctg Bn) board interview; was favorably recommended by the board members; has either a Military Entrance Processing Station (MEPS) physical examination (PE) (for OCS) or a Class 1 Flight Physical Examination (for WOFT) approved by the Aeromedical Center, Fort Rucker, Alabama, as applicable. The Class 1 Flight Physical must be less than 18 months old from date of examination when submitted to Headquarters, United States Army Recruiting Command (HQ USAREC) for consideration. Applications credited against objectives will only be those that meet all administrative requirements.

c. This regulation establishes policies and procedures for the conduct of the Headquarters, Department of the Army (HQDA) OCS and WOFT selection boards conducted at HQ USAREC.

d. The provisions of this regulation require that all OCS and WOFT applicants undergo a standard screening process thereby ensuring only fully qualified applications are forwarded to HQ USAREC for selection to attend OCS and WOFT.

e. In cases of conflict between this regulation and any other USAREC regulation or directive which addresses the subjects of OCS or WOFT programs, this regulation will take precedence.

f. Should any portion of this regulation be de-

*This regulation supersedes USAREC Regulation 601-91, 28 February 1997.

clared unconstitutional by a court of law, that declaration shall not affect the validity of any other portion of this regulation.

1-2. References

For required and related publications and blank forms see appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Policy

a. The OCS and WOFT enlistment programs are available for limited procurement of qualified male and female applicants. The number of training spaces available for these programs is based upon the needs of the Army, as determined by the United States Total Army Personnel Command (PERSCOM) and HQDA.

b. HQ USAREC may guarantee branching for any OCS (RA) applicant after selection by the HQ USAREC Selection Board in the following branches:

- (1) Infantry.
- (2) Armor.
- (3) Field Artillery.
- (4) Air Defense, Artillery.

c. Guaranteed branching may be available for graduates as follows:

- (1) Engineer for applicants with civil, general, or mechanical engineer degrees.
- (2) Military intelligence for applicants with electrical engineering or foreign language degrees.
- (3) Signal Corps for applicants with electrical engineering degrees.
- (4) Ordnance for applicants with engineering degrees.
- (5) Applicants with other scientific or engineering degrees may be guaranteed assignment with the approval of PERSCOM, in engineer, signal corps, ordnance, or military intelligence.

d. Procedures for obtaining a guaranteed branch are as follows:

(1) Rctg Bns will ensure that applicants requesting a guaranteed branch assignment meet the medical fitness standards for that branch as outlined in AR 40-501.

(2) Rctg Bns will contact HQ USAREC (RCRO-SM-A) at DSN 536-0467, commercial (502) 626-0467, or toll free 1-800-223-3735, extension 6-0467, or via cc:mail, and provide the following information:

- (a) Applicant name and social security number (SSN).
- (b) Academic discipline and degree earned.
- (c) Branch requested.
- (3) If the requested branch is available and appropriate, approval for guaranteed branch will be provided.

(4) Rctg Bns must annotate DA Form 61 (Application for Appointment), item 41 (Remarks) with the following:

- (a) Guaranteed branch.
- (b) HQ USAREC point of contact which provided guaranteed branch.
- (c) Date the approval was received.
- (5) HQ USAREC will forward to PERSCOM the branching packets of those selected to attend OCS. PERSCOM will ensure the commit-

ment of HQ USAREC guaranteed branching is honored.

e. USAR OCS applicants will be branched in accordance with troop program unit (TPU) vacancies and will acknowledge the vacancy on DA Form 5586-R (Addendum to Certificate of Acknowledgment of Service Requirement into the United States Army Reserve Officer Candidate School Enlistment Option).

f. Successful completion of OCS leads to commissioning as a second lieutenant and incurs a 36-month active duty (AD) (RA) or 6-year TPU (USAR) obligation from the date of commissioning.

g. Successful completion of WOFT leads to an appointment as a warrant officer (WO) and incurs a 72-month AD (RA) or TPU (USAR) obligation from the date of graduation.

h. The initial enlistment obligation for the OCS (RA) or WOFT (RA) enlistment program is 3 years. The initial enlistment obligation for OCS (USAR) or WOFT (USAR) is 6 x 2 years for nonprior service and 3 years for prior service (PS).

1-5. Responsibilities

a. Commanders will ensure compliance with this regulation.

b. Military and civilian personnel assigned, attached, detailed, or performing temporary duty within USAREC will familiarize themselves with the provisions of this regulation.

c. HQ USAREC.

(1) The Director of Recruiting Operations has staff responsibility for the implementation, administration, and training regarding the OCS and WOFT programs as follows:

(a) Establish program policy and procedural guidance.

(b) Acknowledge receipt of approved packets to the appropriate Rctg Bn via the OCS/WOFT/Nurse Reporting System (OWNRS).

(c) Return packets deemed incomplete and those for applicants determined ineligible or nonselect, as appropriate.

(d) Announce board dates and packet receipt cutoff dates for boarding.

(e) Notify each Rctg Bn of applicants selected and nonselected, only after USAREC board results are approved by the Commanding General, USAREC.

(f) Analyze trends and provide feedback, as required.

(g) Ensure MEPS PE documents (i.e., OCS applicants) are reviewed by the USAREC Surgeon for approval or disapproval prior to the date the USAREC OCS Selection Board convenes.

(h) Maintain the data base for OWNRS. (Data base will be updated upon acceptance of application packets by USAREC, adjournment of USAREC selection board, and upon successful completion of OCS or WOFT.)

(2) The Director of Program Analysis and Evaluation will:

(a) Compute OCS and WOFT application packet mission.

(b) Assign OCS and WOFT application packet mission to recruiting brigades (Rctg Bdes).

d. Rctg Bde commanders will:

(1) Provide necessary training, management,

and command emphasis to generate the required volume of applications for selected board consideration.

(2) Monitor Rctg Bn mission accomplishment.

(3) Evaluate Rctg Bn management procedures.

e. Rctg Bn commanders will:

(1) Appoint an OCS and WOFT selection officer and an OCS and WOFT selection noncommissioned officer (NCO) to support the programs within the Rctg Bn area of responsibility. The appointment orders including amendments will include primary duty assignment, telephone number, and address.

(2) Ensure applicants are processed in accordance with AR 601-210, AR 135-100, AR 351-5, and this regulation.

(3) Inform responsible recruiting stations of boards results.

(4) Appoint and conduct Rctg Bn examining boards in accordance with AR 601-210, OCS and WOFT enlistment programs, and this regulation.

(5) Ensure that Rctg Bn operations personnel are familiar with USAREC Pam 601-28.

(6) Ensure that Rctg Bn operations personnel enter initial applicant data into the OWNRS data base not later than 5 working days after applicant passes the Alternate Flight Aptitude Selection Test (AFAST) (see tables 1-1 and 1-2).

(7) Accomplish OCS and WOFT packet mission as assigned by Rctg Bde.

(8) Ensure OCS (RA) applicants with guaranteed branching entering the Delayed Entry Program (DEP) have DA Form 3286-59 (Statement for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program) annotated with branch guarantee statement.

f. Recruiting company (Rctg Co) commanders have primary responsibility to implement the OCS and WOFT programs within their respective Rctg Co areas. Rctg Co commanders will:

(1) Have a thorough knowledge of the policies and procedures for management of OCS and WOFT programs.

(2) Ensure recruiters are trained on the OCS and WOFT programs.

Chapter 2

OCS (RA and USAR) Enlistment Program Procedures

2-1. Purpose

The purpose of this chapter is to establish procedures for commandwide administration of the OCS Program. It establishes identification of prospective OCS applicants, detailed processing, screening procedures, and guidelines for the conduct of Rctg Bn OCS Examining Boards; and establishes procedures for the conduct of HQDA OCS Selection Board at HQ USAREC.

2-2. Procedures

a. Rctg Bn commanders will implement the following procedures for the management of the OCS Program:

(1) Ensure all applicants are processed in accordance with AR 601-210, OCS enlistment program and this regulation.

(2) Ensure initial applicant data is entered into

Table 1-1
Minimum initial OWNRS data base for OCS and WOFT applicants (RA and USAR)

Data Element	Element Number	Sample/Entry
Applicant Category	C5	WOF/WOR/OCS/OCR
Rctg Bde/Rctg Bn	C10	1A/5C
Rcts Sta ID	C12	1A1F
Recruiter SSN	C15	123456789
Applicant Name	C20	Doe, John, A.
Applicant SSN	C25	987654321
Date of Birth	C30	YYMMDD
Sex	C35	M or F
Origin	C40	C
Mail add line	C45	111 Main Street
City	C50	Liberty
State	C55	TX
ZIP	C60	10011-1001
Education Level	C64	12
Academic Discipline (OCS only)	C67	SOS/ENG/SCI/OTH
Prior Service	C95	Y or N
FAST Test Date (WOFT/OCS Avn only)	C140	YYMMDD
FAST Test Score	C145	101
DEP Date (if applicable)	C230	YYMMDD
ACC Date (if applicable)	C235	YYMMDD

Table 1-2
Additional OWNRS data base input required prior to submission to USAREC

Data Element	Element Number	Sample/Entry
MEPS Physical Date	C100	YYMMDD
MEPS Physical Qual	C105	Y or N
CL1 Physical Date (WOFT/OCS Avn only)	C120	YYMMDD
CL1 Physical Qual	C125	Y or N
AFQT Score	C160	90
GT Score	C165	110
Bn Bd Dot	C170	YYMMDD
Bn Bd Sel	C175	Y or N
App Fwd Hqs Dt	C180	YYMMDD
App Fwd Bde (RA OCS)	C196	YYMMDD
App Recd Bde (RA OCS)	C197	YYMMDD
App Accp Bde (RA OCS)	C198	YYMMDD

the OWNRS data base not later than 5 working days before applicant is to appear before the Rctg Bn board.

(3) Schedule Rctg Bn OCS Examining Board frequently enough to accomplish timely processing of all applicants.

(4) Conduct a quality control review of each OCS application packet to verify eligibility and to ensure completeness and accuracy of all required forms and documents. Use USAREC FL 136-R-E (Transmittal of Application for Officer Candidate School or Warrant Officer Flight Training Enlistment) as a guide for quality control (see fig 2-1). Ensure all RA applicants have earned baccalaureate degrees or higher and USAR applicants have 60 graded and transcribed semester credit hours. An applicant must have a minimum 2.0 grade point average (GPA) based on a 4.0 system to be considered for the OCS (RA or USAR) enlistment option. This GPA must be listed on the official transcript or verified on the

issuing institution's letterhead by the registrar. Ensure all applicants are U.S. citizens (include copy of document used to verify citizenship).

(a) Each applicant determined qualified will be required to complete a signed one page, handwritten, narrative addressing the statement, "Why I want to be an Army Officer." No assistance in preparation of the paper is authorized other than use of a dictionary. The applicants will limit their narrative to one page. Rctg Bns will submit a typed version of the narrative signed by the applicant with the application forwarded to HQ USAREC.

(b) Each applicant has the option to submit up to six letters of reference attesting to the applicant's character, physical ability, scholarship, leadership, and other traits.

(c) Ensure a full-length front view photo is included. Photo will be similar to the style of official Department of the Army (DA) file photo (i.e., color, full-length, three-fourths front view with a

plain background). Do not use polaroid. Ensure the photo is of good quality. If the applicant is in the USAR or Army National Guard (ARNG) a photo of the applicant in uniform may be used in lieu of the photo in civilian clothes.

(5) Conduct the Rctg Bn OCS Examining Board. During the conduct of the board, each applicant will be informed of the following:

(a) The curriculum of OCS includes 10 and 15 mile road marches with field equipment and rifle, the ranger confidence and obstacle course consisting of the log walk, rope drop, and slide for life, the confidence and conditioning obstacle courses, tactical field problems, land navigation exercises, and instruction in weapons, artillery support, maintenance, and tactics.

(b) Candidates will be required to participate in a progressive, demanding, and rigorous physical training program that consists of runs from 1 to 10 miles and physical conditioning drills.

(c) Applicants should devise and adhere to a

physical conditioning regiment prior to arrival at the initial training station. The program should stress 6 weeks of running, upper body and abdominal development, and extended conditioning hikes of 5 to 10 miles. Recommend applicants be provided a copy of the Army physical fitness test table.

(d) Advise applicants that acceptance by the Rctg Bn examining board does not guarantee acceptance of the OCS Program, and that their application packet will be forwarded to HQ USAREC for review and final consideration by the HQDA selection board conducted at HQ USAREC.

(e) Ensure applicants fully understand educational benefits and the fact that they lose eligibility for the loan repayment program upon commissioning.

(f) See appendix B for instructions and information pertaining to conduct of the Rctg Bn examining board.

(6) Take the following actions upon adjournment of the Rctg Bn OCS Examining Board:

(a) For applicants receiving favorable recommendation by two or more Rctg Bn board members, forward their application packet with all required documents listed on USAREC FL 136-R-E directly to HQ USAREC (RCRO-SM-A), Fort Knox, KY 40121-2726. USAREC FL 136-R-E will be checked and signed by the Rctg Bn OCS (RA) selection officer or NCO.

(b) Applicants not recommended will be advised of alternative programs available to them in the RA or USAR, and/or be advised of the areas they may wish to strengthen prior to reconsideration by a future OCS examining board. Packets for applicants not recommended will not be forwarded to HQ USAREC.

(7) Update the OWNRS data base for applicants receiving a favorable recommendation by two or more Rctg Bn board members. USAREC Pam 601-28 will be used to ensure accurate and complete data collection. Packet credit will not be awarded by HQ USAREC until the required data has been entered into OWNRS.

(a) No packet credit will be given for applicants not recommended by the Rctg Bn board, not meeting all basic and special eligibility requirements, or applicants currently in the DEP scheduled to ship to basic training (BT) prior to the publication of HQ USAREC board results.

(b) Individuals entering into the DEP will not be processed for OCS or WOFT Programs. Any individual processing for these programs will not be entered into the DEP until the HQ USAREC board results have been published. This includes first time packet submissions and resubmissions. Individuals in the DEP who request processing for OCS or WOFT must be DEP discharged within 48 hours after favorable AFAST scores are known.

(8) Ensure OWNRS data base is updated when:

(a) Application packet is forwarded to HQ USAREC.

(b) When applicant enters the DEP.

(c) When applicant enters AD.

b. Adjournment of the HQ USAREC selection board will be announced via the electronic mail system (EMS). Rctg Bns will then:

(1) Have the selected applicants brought to MEPS for contracting.

(2) Contact HQ USAREC (RCRO-SM-A) at DSN 536-0467, commercial (502) 626-0467, or toll free 1-800-223-3735, extension 6-0467, for a class date. Inform this headquarters if the applicant is PS and does or does not require BT. Enlist the applicant in the DEP in accordance with the recruit ship week and class number provided by HQ USAREC. Classes will be filled on a first come, first serve basis.

(3) Selectee must be enlisted into the DEP within 10 working days of USAREC EMS message to validate their selection. Enter the DEP information into the OWNRS data base. In the event the applicant cannot be scheduled for MEPS processing within 10 working days, requests for exceptions will be made telephonically to HQ USAREC (RCRO-SM-A) at DSN 536-0467, commercial (502) 626-0467, or toll free 1-800-223-3735, extension 6-0467.

(4) For those USAR OCS selected applicants currently in a TPU, the Rctg Bn will notify the Major United States Army Reserve Command and TPU of selection status and ensure the applicant is processed for OCS attendance per (2) above.

(5) Applicants who are determined as fully qualified nonselect will be automatically reboarded. Applicants twice determined fully qualified nonselect will automatically be classified noncompetitive, nonselect and must wait 6 months for resubmission.

c. Former commissioned officers are prohibited from applying for OCS (RA) under provisions of AR 135-100.

2-3. Requests for waivers

a. Requests for waivers are not routinely granted. In exceptional cases, requests for waivers will be considered on a case-by-case basis. Requests for waivers must be fully documented and must be clearly in the best interest of DA.

b. RA applicants requesting exceptions to the OCS college option program will have complete packet with request for waiver submitted through HQ USAREC (RCRO-SM-A) to Commander, PERSCOM, ATTN: TAPC-OPD-CP, 200 Stovall St., Alexandria, VA 22332-0413. USAR applicants requesting exceptions to the USAR OCS enlistment option will have complete packet with request for waiver submitted through HQ USAREC (RCRO-SM-A) to Commander, U.S. Army Reserve Personnel Command, ATTN: TAPC-OPP-A, 1 Reserve Way, St. Louis, MO 63132-5200. Waivers are required for any offense; the only exception is traffic offense of \$250 or less.

Chapter 3 WOFT (RA and USAR) Enlistment Program Procedures

3-1. Purpose

The purpose of this chapter is to establish procedures for the commandwide administration of the WOFT (RA and USAR) Program. It establishes processing and screening procedures, guidelines for the conduct of Rctg Bn WOFT (RA and USAR) Examining Boards, and establishes

procedures for the conduct of the HQ USAREC WOFT (RA and USAR) Selection Board.

3-2. Procedures

a. Rctg Bn commanders will implement the following procedures for the management of the WOFT (RA and USAR) Program.

(1) Ensure all applicants are processed in accordance with AR 601-210, WOFT enlistment program and this regulation.

(2) Ensure all applicants are administered a MEPS PE that is less than 24 months old prior to appearing before the Rctg Bn WOFT (RA and USAR) Examining Board.

(3) Ensure initial applicant data is entered into OWNRS data base not later than 5 working days after applicant passes AFAST.

(4) Schedule Rctg Bn WOFT (RA and USAR) Examining Board frequently enough to accomplish timely processing of all applicants.

(5) Conduct a quality control review of each WOFT (RA and USAR) application packet to verify eligibility and to ensure completeness and accuracy of all required forms and documents. Use USAREC FL 136-R-E as a guide for quality control (see fig 2-1). Ensure the applicant is a U.S. or naturalized citizen (include copy of document used to verify citizenship).

(a) Each applicant determined qualified will be required to complete a signed one page, handwritten, narrative addressing the statement, "Why I want to be an Army Aviator." No assistance in preparation of the paper is authorized other than use of a dictionary. Applicants will limit their narrative to one page. Rctg Bns will submit a typed version of the narrative signed by the applicant with the application forwarded to HQ USAREC.

(b) Each applicant has the option to submit up to six letters of reference attesting to the applicant's character, physical ability, scholarship, leadership, and other traits.

(c) Ensure a full-length front view photo is included. Photo will be similar to the style of an official DA file photo (i.e., color, full-length, three-fourths front view with a plain background). Do not use polaroid. Ensure the photo is of good quality. If the applicant is in the USAR or ARNG, a photo of the applicant in uniform may be used in lieu of the photo in civilian clothes.

(d) Include an official copy of high school (HS) and any college transcripts in addition to the HS and/or college diploma.

(6) Conduct the Rctg Bn WOFT (RA and USAR) Examining Board. During the conduct of the board, applicants will be advised that favorable recommendation by the Rctg Bn examining board does not guarantee entrance into the WOFT Program. They must first receive a Class 1 Flight Physical Examination prior to their application packet being forwarded to HQ USAREC for review and final selection. Applicants will fully understand educational benefits and the fact that they lose eligibility for the loan repayment program upon appointment or commission as a WO. Additionally, every applicant will be given another flight physical prior to the start of flight training. The purpose of the second examination is to verify the candidate's physical qualification prior to the start of flight training. During the conduct of the board, each applicant will be

informed that warrant officer candidate (WOC) training is conducted in five phases:

(a) Phase I—Warrant Officer Candidate School (WOCS).

1. The WOCS is an intensive 6-week course of military and academic development. All aviation applicants, including USAR, must attend the AD resident WOCS. It is mentally and physically demanding and a high level of desire to become a WO is a must for successful completion. WOC will be carefully evaluated as a soldier, leader, and potential technician.

2. WOC must be physically fit. They will be required to pass the standard Army physical fitness test for their age and sex before beginning training. WOC will participate in a rigorous physical training program designed to develop strength and endurance. WOC will participate in group motivational runs, culminating in the 10K "victory run" during their 6th week of training.

3. WOC will be required to maintain the highest levels of personal appearance throughout the course. WOC will be subject to intensive inspections in their personal living area, common living areas, and while in-ranks.

4. WOC will be required to maintain very strict military bearing. Their training advisor counseling officers will assist in their development by setting a very high standard of military bearing, through example and by making necessary corrections.

5. The foundation of personal standards and values required of a WO is contained in the candidate honor code. "A candidate will not lie, cheat, steal, nor tolerate those who do." This code does not demand perfection. It does demand their total commitment towards their chosen profession.

6. WOC will be expected to properly manage their personal affairs and finances while at WOCS. If WOC are not E5 at the time they start training, they will be administratively appointed to E5 for pay purposes, to help them defray the additional expenses associated with the WOCS. If WOC are in a pay grade above E5, they will remain so; however, all candidates are considered equal in their candidate status.

7. WOC will be expected to exercise the highest degree of self-discipline, time management, prioritization, organization, and attention to detail while at the WOCS. WOC will be required to live in the barracks and they will be restricted to specific areas, 7 days per week. After the first 2 weeks of formal training, they may be allowed up to 1 hour of visitation with immediate family on Wednesday evenings and up to 2 hours of visitation on Sunday afternoons.

(b) Phase II—Warrant Officer Flight Training—Preflight (2 weeks). When WO students progress to this phase, they actually begin their military occupational specialty qualification training. Preflight is the first step in the initial entry rotary wing technical and tactical certification process. In this phase, WO students will settle in their new quarters and begin academics related to flight. WO students receive altitude chamber training, required medical briefings, and will study academics such as stress, fatigue, spatial disorientation, and G forces. WO students will also be issued their flight clothing, equipment, and

flight publications.

(c) Phase III—Warrant Officer Flight Training—Primary (12 weeks). Primary flight training is conducted in the UH-1 (Huey) helicopter. Primary includes academics and flight instruction in the basic rotary wing maneuvers; taxiing, hovering, takeoffs, landings, climbs, descents, turns, and emergency procedures. WO students will be required to demonstrate basic flight maneuvers to their instructor. The initial solo flight is conducted when the flight instructor feels the student is ready to demonstrate safely the ability to fly without the assistance of the instructor in the aircraft. The first solo flight gives the student the confidence to act as the pilot in command and leads to the award of the prized "solo" wings—the first great accomplishment towards the real aviator badge.

(d) Phase IV—Warrant Officer Flight Training—Instruments (8 weeks).

1. Instrument academic subject matters is the most demanding of the flight training program, equating with college level instruction. The purpose of instruments is to allow Army aviators all-weather flying capability. The instrument training qualifies WO students for a rotary wing instrument rating.

2. During the final stages of instrument training, students slated for AD will be selected for advanced flight training in one of two aircraft systems (tracks). The selection for a specific aircraft track will result from an algorithm based on a combination of student choice, needs of the Army, academic grades, flight grades, physical measurements, and class standing. First choice will be very competitive and students may be selected to fly an aircraft system they did not choose. USAR students will have their aircraft systems designated in advance due to their known unit of assignment and aircraft system.

(e) Phase V—Warrant Officer Flight Training—Multitrack (16 to 20 weeks).

1. After instrument training, students will begin advanced flight training (combat skills) in one of two aircraft tracks; UH-1 utility track or OH-58 scout track. Each graduate will then be qualified in one of the Army's two primary aircraft.

2. The advanced and final phase of flight training is known as the combat skills phase. This phase is 14 weeks in length and consists of basic combat skills, night flight, night vision goggles, advanced combat skills, and professional development.

(7) Schedule the applicant to undergo a Class 1 Flight Physical Examination only after favorable recommendation by the Rctg Bn examining board. This examination must be performed by AD flight surgeons (Army, Navy, Air Force, Coast Guard) or a flight surgeon in the USAR or ARNG. In all cases, SF 88 (Report of Medical Examination) and SF 93 (Medical Record—Report of Medical History) will be signed by the flight surgeon, legibly indicating full name, rank, branch of service (RA or USAR Component), and official designation as a flight surgeon. The instructions at appendix C should be used as a guide to ensure all Class 1 physicals are correct. All original documents (i.e., SF 88, SF 93, electrocardiographic tracing, ophthalmological consultation, and any allied papers) will be included in the packet forwarded to HQ USAREC.

warded to HQ USAREC.

(8) The original copy of the Class 1 Flight Physical, application packet, and USAREC FL 136-R-E will be forwarded directly to HQ USAREC (RCRO-SM-A). Notify HQ USAREC (RCRO-SM-A) if a Class 1 Flight Physical is sent directly to the Aeromedical Center at Fort Rucker by the examining agency. USAREC FL 136-R-E will be checked and signed by the Rctg Bn WOFT (RA or USAR) selection officer or NCO. HQ USAREC will forward the physical to Fort Rucker for approval. In the event the Class 1 Flight Physical is reviewed by the Aeromedical Center, Fort Rucker, Alabama, and the candidate is found to be medically disqualified, the application packet will be returned to the Rctg Bn and the applicants will be advised of alternative programs available to them in the RA or USAR.

(9) Applicants not recommended by the Rctg Bn examining board will be advised of alternative programs available to them in the RA or USAR. Application packets of candidates not recommended by the Rctg Bn examining board will not be forwarded to HQ USAREC.

(10) Update the OWNRS data base for applicants receiving favorable recommendations by two or more Rctg Bn board members. USAREC Pam 601-28 will be used to ensure accurate and complete data collection. Packet credit will not be awarded by HQ USAREC until the required data has been entered into OWNRS.

(11) Applicants who are currently on AD with another branch of service will be advised of the provisions of AR 611-85 which governs inter-service transfers.

(12) Initial Class 1 Flight Physicals on applicants who either do not complete or who fail to pass the physical must be forwarded to the U.S. Army Aeromedical Center (ATZO-AAMC-AA-ER), Fort Rucker, AL 36362.

(13) No WOFT (RA or USAR) applicant may exceed their 29th birthday at the time of board selection by HQ USAREC. HQ USAREC may not board applicants who exceed their 29th birthday limitation. Application packets will be returned to the Rctg Bn without action. All WOFT packets must be received by HQ USAREC no later than 90 days prior to the applicant's 29th birthday.

b. Adjournment of the HQ USAREC WOFT (RA and USAR) Selection Board will be announced via EMS. Rctg Bns will then:

(1) Have the applicants brought to MEPS for contracting.

(2) Contact HQ USAREC (RCRO-SM-A) at DSN 536-0467, commercial (502) 626-0467, or toll free 1-800-223-3735, extension 6-0467 for a class date. Inform this headquarters if the applicant is PS and does or does not require BT. Enlist the applicant in the DEP, Delayed Training Program (DTP), or RA delayed status in accordance with the recruit ship week and class number provided by HQ USAREC. Classes will be filled on a first come, first serve basis.

(3) Selectee must be enlisted into the DEP, DTP, or RA delayed status within 10 working days of the EMS message to validate their selection. Enter the DEP information into the OWNRS data base. Telephonic requests for exceptions to the

10-working day suspense will be addressed to HQ USAREC (RCRO-SM-A) in the event the applicant cannot be scheduled for MEPS processing within 10 working days.

(4) Applicants determined as fully qualified nonselect will be automatically reboarded. Applicants twice determined fully qualified nonselect will automatically be classified as noncompetitive nonselect.

3-3. Requests for waivers

Requests for waivers are not routinely granted. In exceptional cases, requests for waivers will be considered on a case-by-case basis. Requests for waivers must be fully documented and must be clearly in the best interest of DA.

a. Age waivers. RA applicants requesting exceptions to the maximum age for WOFT will have complete packet with request for waiver submitted through HQ USAREC (RCRO-SM-A) to HQDA Deputy Chief of Staff for Personnel, ATTN: DAPE-MPO-S, WASH, DC 20310-0300. USAR applicants will have request for age waiver completed at TPU level which requires a statement that the position is a critical vacancy that cannot be filled with a member from the Individual Ready Reserve. Request for waiver will be submitted from the TPU through HQDA, ATTN: DAAR-PE, 1700 North Moore St., Suite 1000, Arlington, VA 22209-1961, to HQDA Deputy Chief of Staff for Personnel, ATTN: DAPE-MPO-S, WASH, DC 20310-0300. Memorandum for all applicants will include date of birth, AFAST score, general technical aptitude area score, education level, flight experience, and strong justification as to why the waiver will be in the best interest of the Army.

b. Medical waivers. Applicants requesting exceptions to medical entry standards must receive an aeromedical summary and be recommended for a waiver from the flight surgeon administering the Class 1 examination. Requests for waivers will be submitted to the Commander, U.S. Army Aeromedical Center, ATTN: HSYX-AER, Fort Rucker, AL 36362-5333.

c. Other waivers. RA applicants requesting exceptions to the WOFT Program, other than for age or medical, will have complete packet with request for waiver submitted through HQ USAREC (RCRO-SM-A) to Commander, PERSCOM, ATTN: TAPC-OPD-CW, 200 Stovall St., Alexandria, VA 22332-0413. USAR applicants requesting exceptions to the WOFT Program, other than for age or medical, will have complete packet with request for waiver submitted through HQ USAREC (RCRO-SM-A) to Commander, U.S. Army Reserve Personnel Command, ATTN: TAPC-OPP-A, 1 Reserve Way, St. Louis, MO 63132-5200. Waivers are required for any offense; the only exception is traffic offenses of \$250 or less.

Chapter 4

OCS (RA and USAR) Processing Goals

4-1. Purpose

This chapter establishes processing goals for RA and USAR OCS applications, documentation required for applications, and a chronological

order of activities for the processing of applications.

4-2. Goals

The following processing goals will be explained by the recruiter to OCS applicants:

a. Initial OCS screening. Armed Services Vocational Aptitude Battery (ASVAB) and MEPS physical should be completed within 14 days of the applicant's initial interview (see activity 1, fig 4-1).

b. Enter into OWNRS. Initial applicant data will be entered into OWNRS (see activity 2, fig 4-1).

c. Application complete. The application should be completed within 30 days of the initial interview. Applicant, with recruiter's assistance, should start compiling needed documents immediately after initial interview is completed. Documents needed to complete an application are:

(1) Certified copy of college diploma and transcripts.

(2) DA Form 61.

(3) DD Form 1966 series (Record of Military Processing - Armed Forces of the United States).

(4) Full-length photo (8" X 11" preferred).

(5) Handwritten and typed letter, by the applicant, on "Why I want to be an Army Officer" (not to exceed one page in length).

(6) Letters of recommendation (no more than six).

(7) Resume (optional).

(8) DD Form 214 (Certificate of Release or Discharge From Active Duty) or other documentation needed to show prior military service.

(9) USAREC FL 136-R-E.

(10) SF 86 (Questionnaire for National Security Positions).

(11) Documents will be collated and submitted in a standard manila folder with applicant's name, SSN, program (OCS or WOFT), and station identification on folder's lip (see fig 4-2). Recruiter will assemble these documents and forward completed application to Rctg Bn operations (see activity 3, fig 4-1).

d. Rctg Bn board. Upon receipt of completed packet, the Rctg Bn operations special missions officer in charge and/or noncommissioned officer in charge will schedule a Rctg Bn examining board. After the board adjourns, the Rctg Bn operations will complete USAREC Fm 609-R-E (Evaluation Sheet) (fig B-1) (one for each of the three board members) and include it in the application (see activity 4, fig 4-1).

NOTE: The initial steps (activities 1 through 5) in the processing goals depicted in figure 4-1 can be accomplished in a shorter period of time (35 days).

e. Upon receipt of the application at HQ USAREC the application will be screened to ensure all documents are complete and forward the MEPS physical to the USAREC Surgeon for review. HQ USAREC will notify Rctg Bn operations via OWNRS if any discrepancies are found. HQ USAREC will suspense the application for 10 working days from the date of the OWNRS entry. The application will be returned to the Rctg Bn if requested additional documentation does not arrive by the suspense date. The Rctg

Bn packet mission will be credited to each unit on the date that HQ USAREC determines that the application is complete.

f. Applicants who are selected have approximately 10 working days after selection board results are released to enter the DEP, DTP, or RA delayed status. Rctg Bn operations will notify HQ USAREC immediately if any selected applicant declines to enter the DEP, DTP, or RA delayed status.

Chapter 5

WOFT (RA and USAR) Processing Goals

5-1. Purpose

This chapter establishes processing goals for RA and USAR WOFT applications, documentation required for applications, and a chronological order of activities for the processing of applications.

5-2. Goals

a. Initial WOFT screening. The ASVAB, AFAST, and MEPS physical should be completed within 14 days of the applicant's initial interview (see activity 1, fig 5-1).

b. Enter into OWNRS. Initial applicant data will be entered into OWNRS not later than 5 working days after applicant passes AFAST (see activity 2, fig 5-1).

c. Application complete. The application should be completed within 30 days of the initial interview. Applicant, with recruiter's assistance, should start compiling needed documents immediately after initial interview is completed. Documents needed to complete the application are:

(1) Certified copy of HS and/or college diplomas and transcripts or general educational development certificate.

(2) DA Form 61.

(3) DD Form 1966 series.

(4) Full-length photo (8" X 11" preferred).

(5) Handwritten and typed letter, by the applicant, on "Why I want to be an Army Aviator" (not to exceed one page in length).

(6) Letters of recommendation (no more than six).

(7) Resume (optional).

(8) DD Form 214 or other documentation needed to show prior military service.

(9) USAREC FL 136-R-E.

(10) SF 86.

(11) Documents will be collated and submitted in a standard manila folder with applicant's name, SSN, program (OCS/WOFT), and station identification on folder's lip (see fig 4-2).

d. Rctg Bn board. Upon receipt of a completed application, the Rctg Bn operations special missions officer in charge and/or noncommissioned officer in charge will schedule a Rctg Bn examining board to be convened within 10 days. After the board adjourns, the Rctg Bn operations will complete USAREC Fm 609-R-E (one for each of the three board members) and include it in the application (see activity 4, fig 5-1).

e. Class 1 Flight Physical completed. The Rctg Bn will schedule the applicant for a Class 1 Flight Physical after favorable recommendation

from the Rctg Bn examining board for the WOFT Program. The Rctg Bn will assist the applicant to ensure the expeditious conduct of the Class 1 Flight Physical. The flight physical (SF 88, SF 93, and all test results) will be returned to the Rctg Bn operations upon completion of the examination at the test facility. The Rctg Bn operations NCO will forward the completed application which includes the flight physical to HQ USAREC within 3 to 5 days. At no more than 30-day intervals, Rctg Bn operations will suspense in progress review of the application status through USAREC board action to keep the recruiter and the applicant informed.

NOTE: The initial steps (activities 1 through 5) in the processing goals depicted in figure 5-1 can be accomplished in a shorter period of time (35 days).

f. Upon receipt of the application at HQ USAREC, the application will be screened to ensure all documents are complete. Simultaneously the flight physical will be sent to Fort Rucker. The Rctg Bn packet mission will be credited to each unit on the date that HQ USAREC determines the application is complete.

g. The Class 1 Flight Physical is reviewed at Fort Rucker to determine if the candidate is medically qualified for WOFT. If any discrepancies are found by the Aeromedical Center the USAREC liaison noncommissioned officer will contact the Rctg Bn for corrections. If those corrections have not arrived at the Aeromedical Center within 30 days of the Rctg Bn being notified, the physical will be returned to HQ USAREC (RCRO-SM), and packet credit will not be awarded on that Rctg Bn's next complete packet of like categories. Upon return of the approved physical from Fort Rucker, the application is scheduled for the next HQ USAREC selection board. If the applicant is selected, he or she has approximately 10 days after selection board results are released to enter the DEP, DTP, or RA delayed status. Rctg Bn operations will notify HQ USAREC immediately if any selected applicant declines to enter the DEP, DTP, or RA delayed status.



DEPARTMENT OF THE ARMY

REPLY TO
ATTENTION OF

RC- XX (601-100a)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SM-A, Fort Knox, KY
40121-2726

SUBJECT: Transmittal of Application for Officer Candidate School or Warrant Officer Flight Training Enlistment

1. The enclosed RA/USAR application for Officer Candidate School (OCS) or Warrant Officer Flight Training (WOFT) enlistment pertaining to (Name) King, Eric D., (SSN) 987-65-4321, is forwarded for consideration in accordance with USAREC Reg 601-91 and AR 601-210.
2. Applicant appeared before the Rctg Bn Selection Board on 25 May 99 and is recommended for attendance at OCS or WOFT. Rctg Bn Board Evaluation Sheets (USAREC Fm 609-R-E) are at Enclosure 1.
3. Applicant is applying for:
 - a. Enlistment Program 9-D, U.S. Army Officer Enlistment Program (OCS).
 - b. Enlistment Option 9-D, U.S. Army Warrant Officer Enlistment Program (WOFT).
 - c. Enlistment Option 9-I, U.S. Army Reserve OCS Enlistment Option.
 - d. Enlistment Option 9-J, U.S. Army Reserve WOFT Enlistment Option.
4. (USAR and OCS/WOFT applicants only.) A copy of the REQUEST vacancy data identifying a TPU officer requirement is at Enclosure 2.
5. Individual's test scores are as follows: AFQT 98, GT 147, AFAST 121.
Test result sheet(s) is at Enclosure 3.
6. Height and weight of applicant: Height 72", Weight 194. Body fat percent if not in accordance with AR 600-9 N/A.
7. Age and sex of applicant: Age 24, Sex M.
8. Individual graduated from North Hardin (High School/College (*circle one as appropriate*)) on 18 May 93 (Date). Diploma and certified transcripts at Enclosure 4.
9. Individual achieved 120 (semester hours) of college with a 3.5 grade point average.
10. Class 1 Flight Physical Examination is at Enclosure 5.
11. Request for waivers(s) (if any) is at Enclosure(s) N/A.

USAREC FL 136-R-E, Rev 1 Jul 99 (Previous editions may be used)

Figure 2-1. Sample of a completed USAREC FL 136-R-E

RC- XX

SUBJECT: Transmittal of Application for Officer Candidate School or Warrant Officer Flight Training Enlistment

12. Application for Enlistment (DD Form 1966/1 through 1966/4) is at Enclosure 6-11.
13. Application for Appointment (DA Form 61, MUST be signed by applicant) is at Enclosure 12.
14. Full-length photo is at Enclosure 13.
15. One page handwritten narrative: "Why I want to be an Army Officer Aviator" is at Enclosure 14.
16. Letter(s) of Recommendation and/or Certificate(s) of Achievement are at Enclosure(s) 15.
17. Prior Service. Has N/A years in N/A (Branch of Service). RE Code N/A. DD Form 214 is at Enclosure N/A. Reserve Component members may use DA Form 200 or NGB Form 22.
18. *(Complete if applicable.)* Applicant has achieved the following special honor(s) and/or has been cited for the following special achievements(s).
 - a. W.E.B. Dubois Academic Scholarship (4 years).
 - b. Omicron Kappa Yappa Pie Delta.
 - c. Kentucky State Rodeo King, 1997.
19. Any additional information, documents, or comments are at Enclosure 16.
20. Date applicant was previously boarded for OCS or WOFT at USAREC N/A.
21. Rctg Bn POC for this packet: Name: SFC Burson, Telephone: *(include area code and DSN where applicable):* (513) 456-2796.
22. A copy of this transmittal letter has been provided to the Rctg Bde commander for information and disposition.

FOR THE COMMANDER:

16 Enclosures

CF:
Cdr, Rctg Bde

Figure 2-1. Sample of a completed USAREC FL 136-R-E (Continued)

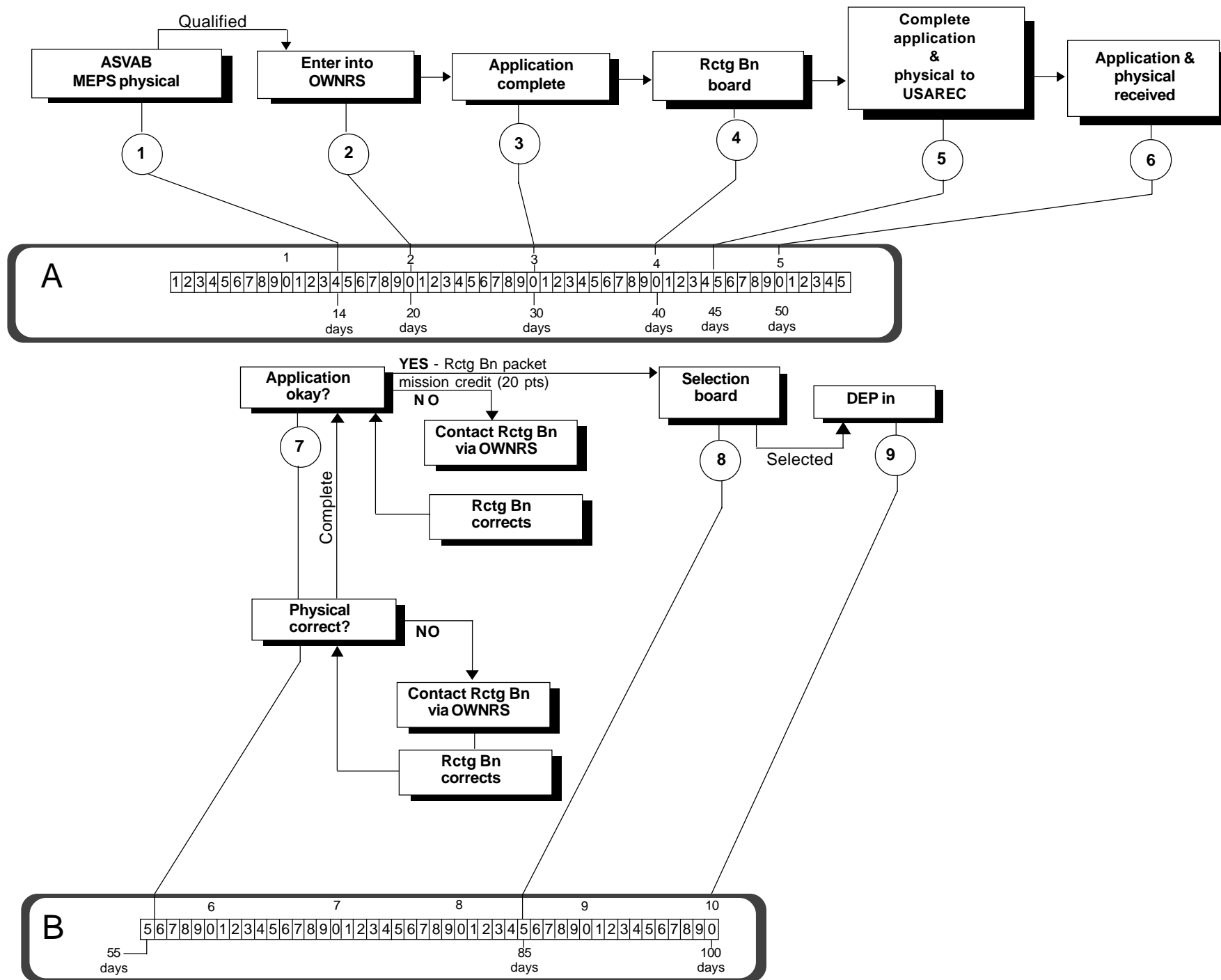


Figure 4-1. OCS processing goals
UPDATE • USAREC Reg 601-91

<p><u>Left Side of Folder</u></p> <ul style="list-style-type: none"> • Full-Length Photo • Handwritten Letter • Typed Letter (same as above) • Letters of Recommendation (3 minimum - 6 maximum) • Miscellaneous Documents <p><u>Documents Required by Category</u></p> <ul style="list-style-type: none"> • DD Form 214 (PS) • DD Form 368 (TPU Member) • DA Form 4187 (TPU Member) • Unit Vacancy Statement (USAR WOFT) • DA Form 873 • DA Form 3575 • DA Form 1058-R • DA Form 2A and DA Form 2-1 (TPU Member) • DA Form 483 (OCS Only) 	<p><u>Right Side of Folder</u></p> <ul style="list-style-type: none"> • USAREC FL 136-R-E • USAREC Fm 609-R-E • HS Diploma or Transcripts • College Diploma or Transcripts (OCS must have a BA or BS) • DA Form 61 • DD Form 1966-1, -2, and -3 • SF 86 • Aptitude Score Data • AFAST Score (Aviator Only)
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Figure 4-2. OCS and WOFT application format

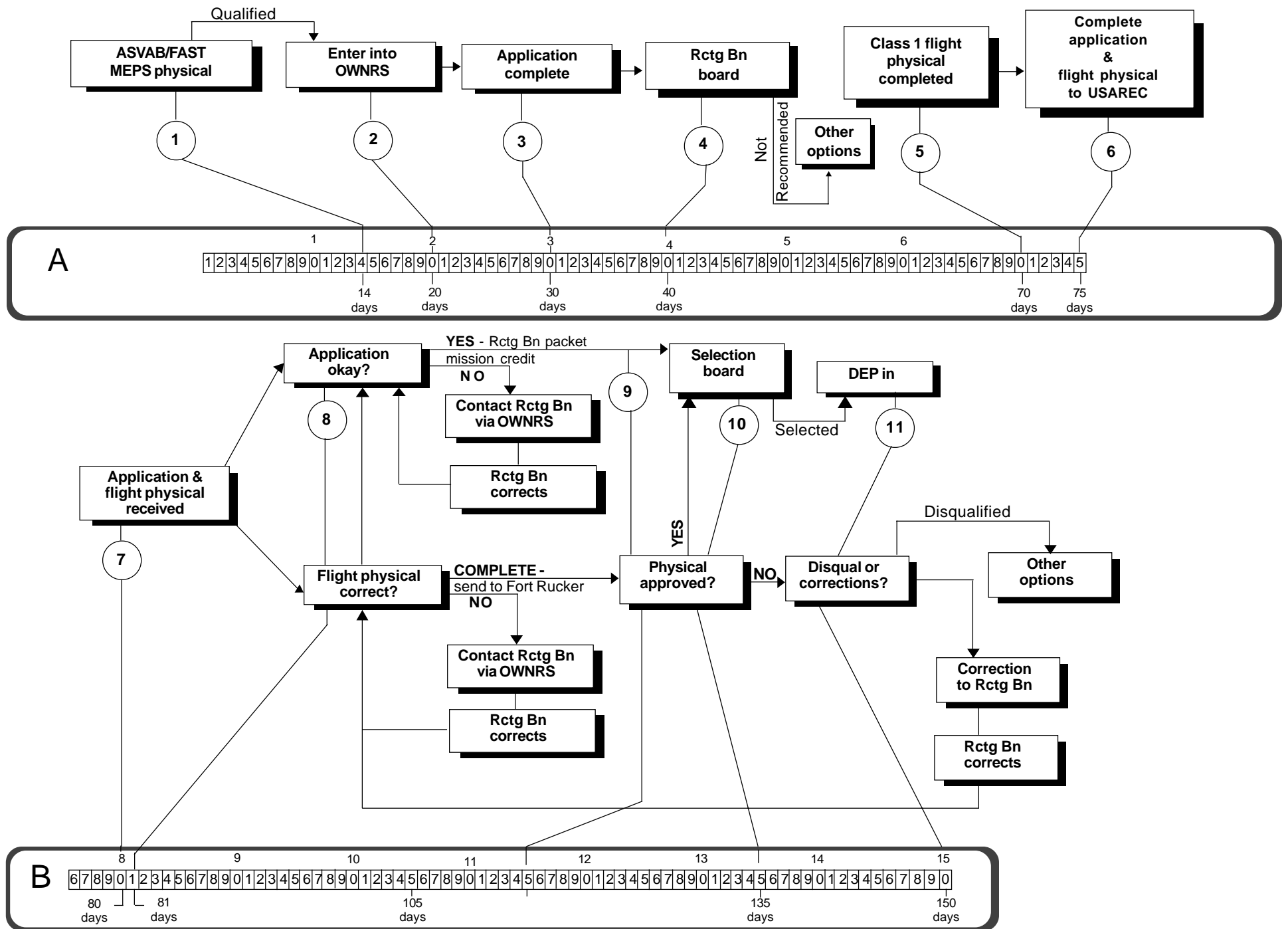


Figure 5-1. WOFT processing goals
UPDATE • USAREC Reg 601-91

Appendix A
References

SF 93
Medical Record--Report of Medical History.

Section I
Related Publications

AR 40-501
Standards of Medical Fitness.

AR 135-100
Appointment of Commissioned and Warrant Officers of the Army.

AR 351-5
United States Army Officer Candidate School.

AR 601-210
Regular Army and Army Reserve Enlistment Program.

AR 611-85
Selection of Enlisted Volunteers for Training as Aviation Warrant Officers.

USAREC Pam 601-28
OWNRS User's Manual.

Section II
Required Forms

USAREC Fm 609-R-E
Evaluation Sheet.

USAREC FL 136-R-E
Transmittal of Application for Officer Candidate School or Warrant Officer Flight Training Enlistment.

Section III
Related Forms

DA Form 61
Application for Appointment.

DA Form 3286-59
Statement for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program.

DA Form 5586-R
Addendum to Certificate of Acknowledge of Service Requirement into the United States Army Reserve Officer Candidate School Enlistment Option.

DD Form 214
Certificate of Release or Discharge From Active Duty.

DD Form 1966 series
Record of Military Processing - Armed Forces of the United States.

SF 86
Questionnaire for National Security Positions.

SF 88
Report of Medical Examination.

Appendix B

Recruiting Battalion Interview

B-1. Administrative instructions

- a. OCS and WOFT examining boards will incorporate the questions contained in the interview plans as the interview format for all OCS and WOFT examining boards.
- b. Board members will familiarize themselves with the questions in the interview plan prior to the conduct of the OCS (RA) and WOFT (RA and USAR) examining boards.
- c. Standard questions contained in the interview plan may be modified to fit personal communication styles.

B-2. Directions

- a. Review those application forms and documents which are available to you (e.g., HS transcripts, application forms, etc.) and bring them to the Rctg Bn examining board. Use the records to determine key areas for questioning during the Rctg Bn examining board.
- b. If applicant has military experience, use the section on military service included. If not, do not use military service questions. Feel free to vary the questions somewhat to fit your personal communications style or the background of the applicant. Use questions to pin down behavior--what the applicant did, information about situations, and the result of any action.

B-3. To open the interview

- a. Say, "Hello, my name is _____. I'm president of the _____ Rctg Bn WOFT or OCS Program Examining Board." Introduce the other board members.
- b. My role today is to discuss with you, some of your background experiences, and then give you a chance to ask any questions you might have about the OCS and WOFT Program. I know that an interview is a somewhat stressful situation, but please relax as much as possible. If we get to know you well, what you have done and hope to do, then, we will have a better idea as to whether the U.S. Army is best suited for your talents and interests. I think you will agree it is in our best interest, as well as yours, for us to become better acquainted before consideration for the program.
- c. We have some questions we would like to ask about your experiences that will take approximately 30 to 45 minutes. Then we will give you a chance to ask questions. So that we do not overlook any important items, we will be taking notes of our discussion. Let's start with your HS experiences. Which school are you attending? (Did you attend?)
- d. Motivation. Interview questions for WOFT (RA or USAR) applicants with no college background.
 - (1) What were (are) your career goals upon leaving school?
 - (2) What would you consider your two or three most significant accomplishments in school? Please describe each and why they were significant to you.
 - (3) Tell us about the subject in which you worked the hardest and succeeded in doing well. To what do you attribute this success?

(4) In what kinds of nonclassroom activities have you participated in school?

(5) Have you worked at part-time or summer jobs while in school. If so, in what capacity and for how long?

e. Initiative. The following questions can be asked relative to academic, extracurricular, or work experiences of the student. Say: "I will now ask some questions about your experiences. You can refer to academic, extracurricular, or work experiences in responding to the questions."

(1) Tell me about your toughest subject and what you have done to handle it?

(2) In what extracurricular activity have you participated in which you worked the hardest and are most proud of? Please explain.

(3) Give me an example of a school or work event in which the organizing idea was yours. (Other than the one cited in the response to (2) above.)

(4) How have you prepared yourself for future growth activity? Preparing for college, vocational, technical, and job market.

f. Planning and organizing.

(1) How do you plan your week to accomplish all the activities in which you are involved? Give a specific example of 1 week.

(2) Describe your method of study for major tests. End of year tests.

(3) Give an example of when you had too much to do. How did you arrange your efforts, as in a priority order?

(4) We all occasionally are late for a class or miss a due date. Give an example of when this happened to you?

g. Influence.

(1) Describe a situation in which you strongly disagreed with a teacher, coach, or supervisor. How did you handle the situation?

(2) In your extracurricular activities, what was the most prominent leadership role you held? What were your major accomplishments here?

(3) Cite an example when you had to negotiate or mediate a dispute between two persons or groups. How did you handle it?

(4) Have you ever had to help another student in school or in extracurricular events? Please describe what you did.

h. Judgment.

(1) Describe the alternative colleges, vocational, or technical schools that you have considered attending and the reasons for their consideration?

(2) Each of us must occasionally make a tough decision. Describe your most recent tough decision and how you went about reaching a solution?

(3) If you could take back one decision you have made in the last 2 years, what would it be? Why?

i. Career motivation.

(1) Why does the U.S. Army interest you?

(2) What are your career plans at this time?

(3) What has been your most satisfying experience in work or school to date. Please explain.

(4) What has been your least satisfying experience in work or school to date. Please explain.

j. Military experience. This series of questions should be asked of those applicants with military experience. Career motivation.

(1) Why did you join the service?

(2) Please describe your last two positions in the military: Rank, job title, time in position, and responsibilities.

(3) In which jobs or tasks did you gain the greatest amount of satisfaction?

(4) Which positions or tasks did you find most frustrating? Why?

(5) Why did you leave the service?

k. After checking your notes, ask the following:

(1) What are your thoughts on my questions?

(2) Do you have any unanswered questions or followup questions?

(3) Then say, "Now I would like to explain the OCS or WOFT Program and answer any questions you may have". Explain the appropriate OCS or WOFT selection process and training. (Include dates packet will go to USAREC selection board, date of board, and anticipated date for board results.)

(4) Ask the applicant if he or she has any questions regarding the OCS or WOFT Program.

(5) Close the interview by thanking the applicant for his or her interest, and explain when he or she will be hearing the results of the selection process.

B-4. Procedures for rating applicants

USAREC Fm 609-R-E (fig B-1) will be used to rate applicants.

a. Review your notes and add any behavior you can recall which you did not write down.

b. Address specific strengths and weaknesses brought out in the interview.

c. Board member's comments should also address areas such as:

(1) Vacant period between jobs.

(2) Poor GPA versus test scores.

(3) Law violations.

(4) Leadership positions held.

(5) Explain any other discrepancies contained in the packet.

Appendix C
Administrative Instructions for Report of
Medical Examination

Required entries on SF 88

a. Review of SF 88 prior to forwarding to HQ USAREC or Fort Rucker will be conducted to ensure required entries are completed.

b. Flight surgeons from other services may not be aware of Army required entries.

c. Required entries to be checked are:

(1) Items 1 through 17. Self-explanatory.

(2) Items 18 through 44. With special entry under notes on:

(a) Item 23. VALSALVA - normal or abnormal.

(b) Item 29. EKG completed, attach tracing and analysis.

(c) Item 32. Digital rectal - normal or abnormal; Stool Guaiac - negative or positive.

(d) Item 44. Remarks blocks should state either "none" or have specific entry.

(3) Items 45 and 46. Complete all blocks.

(4) Item 47. RPR test and result.

(5) Item 48. Complete.

(6) Item 50. Minimum entries for "HCT" and "SICKLEDEX" tests, hemoglobin, cholesterol, triglycerides.

(7) Items 51 through 59, and 61. Complete all blocks.

(8) Item 60. Indicate "CYCLOPLEGIC" refraction test.

(9) Item 62. Entries for all except "PRISM DIV" and "PD."

NOTE: Prism conversions must indicate ortho, and measurement must be in millimeter. Millimeter must be written in.

(10) Item 63. Number entries listed in diopters.

(11) Items 64 through 69. Self-explanatory with special emphasis on:

(a) Item 65. VTA or VERHOFF tests only list score and "pass" or "fail" (i.e., passes through D).

(b) Item 69. Results listed in millimeters of mercury (mm Hg).

(12) Item 71. All blocks except 250 and 8000.

(13) Item 72. Both ARMA and RAT results.

(14) Item 73. Or additional sheet must list anthropometrics.

(15) Item 76. Must be profile.

(16) Item 77. Self-explanatory.

(17) Item 79. Must be signed by physician performing examination who must be a flight surgeon or else physical must be countersigned by a flight surgeon.

Glossary

Section I Abbreviations

AD

active duty

AFAST

Alternate Flight Aptitude Selection Test

ARNG

Army National Guard

ASVAB

Armed Services Vocational Aptitude Battery

BT

basic training

DA

Department of the Army

DEP

Delayed Entry Program

DTP

Delayed Training Program

EMS

electronic mail system

GPA

grade point average

HQDA

Headquarters, Department of the Army

HQ USAREC

Headquarters, United States Army Recruiting Command

HS

high school

MEPS

Military Entrance Processing Station

NCO

noncommissioned officer

OCS

Officer Candidate School

OWNRS

OCS/WOFT/Nurse Reporting System

PE

physical examination

PERSCOM

United States Total Army Personnel Command

PS

prior service

RA

Regular Army

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

SSN

social security number

TPU

troop program unit

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

WO

warrant officer

WOC

warrant officer candidate

WOCS

Warrant Officer Candidate School

WOFT

Warrant Officer Flight Training

Section II Terms

approved packet

A packet from a fully qualified applicant who was favorably recommended by two or more board members of the Rctg Bn examining board, and whose packet was accepted by HQ USAREC.

fully qualified

Any applicant determined eligible in accordance with AR 601-210, Program 9-D, Enlistment Option 9-I or Enlistment Option 9-J; who was boarded by the Rctg Bn examining board, was favorably recommended by the Rctg Bn Board; and has either a MEPS PE (for OCS) or an approved Class 1 Flight Physical Examination (for WOFT) approved by the Aeromedical Center, Fort Rucker, Alabama, as applicable. The MEPS PE must be less than 24 months old and Class 1 Flight Physical must be less than 18 months old from date of examination when submitted to HQ USAREC for consideration.

HQ USAREC selection board

A board of five officers, chaired by a colonel or lieutenant colonel which is tasked with the review of all approved OCS and WOFT applications for the purpose of selecting the best qualified for attendance at OCS or WOFT.

nonselected applicant

An individual whose packet was reviewed by the HQ USAREC OCS and WOFT selection boards and not considered among the best qualified. Nonselected applicants will be categorized by the USAREC selection board as either immediately eligible for the next USAREC selection board, or as not eligible for consideration until 6 months have elapsed from date of last USAREC

selection board.

packet mission

A mission for application packets from fully qualified applicants accepted at HQ USAREC. Application packets credited against packet mission will only be those that:

- Meet administrative requirements.
- Are accepted for boarding at HQ USAREC.
- Have never been previously considered by the USAREC selection board (to include those packets last considered more than 12 months prior to current submission).

NOTE: Packet credit will be awarded for recruit ship month in which an approved application packet is accepted at HQ USAREC.

Rctg Bn interview

An interview designed to provide the HQ USAREC selection board with insight into those traits of a perspective applicant which are not apparent through the review of the packet (i.e., self-assurance, oral ability, or explanation of information which would otherwise appear derogatory in nature).

scientist or engineer applicant

A college graduate possessing an Engineering, Physical Science, or Computer Science Degree, or who will graduate with such a degree within 365 days.

scientist or engineer college

An accredited 4-year institution awarding degrees in Engineering, Physical Science, Biological Science, or Computer Science disciplines.

selected applicant

Individual whose packet was reviewed by the HQ USAREC selection board and was considered to be among the best qualified.